KITCHEN REQUEST
FOR FIELD TRIPS

Please give the Kitchen Staff at least 2 weeks notice before the day of the trip or if there is a meal change.

Email Faith Cox, Food Service Manager, the menu for approval.

Today’s Date: ______________________  Field Trip Date: _______________________
Center: ______________________  Classroom: _______________________
Teacher Requesting: _______________________
Location of Field Trip: _______________________
Time of Departure: ______________________  Time of Return: ______________________
Meal(s) that you will need:  ☐ Breakfast  ☐ Lunch  ☐ Snack
MENU(S): ________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Who will be transporting the food? ______________________
Is this a Family Day? ______________________
How many extra: _____ Adults _____ Siblings